

LEGAL SECRETARY

OPEN STATEWIDE CONTINUOUS TESTING



CALIFORNIA STATE GOVERNMENT • AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES OF GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

CONTINUOUS TESTING

The testing office will accept examination packets continuously. Testing is considered continuous as cut-off dates can be set at any time as needs warrant. Applications will be reviewed to ensure the minimum requirements for participation in this exam are met. Possession of the entrance requirements does not assure a place on the eligible list. Names of successful competitors will be merged into the list in order of final scores, regardless of test date. Once you have taken the Training and Experience Questionnaire examination, you may not retest for twelve (12) months from the established list date.

PARTICIPATING DEPARTMENTS

The following represents those departments that are participating in this examination and that will be using the resulting eligible list to fill positions:

Department of Justice
State Compensation Insurance Fund

Department of Industrial Relations

HOW TO APPLY

All applicants must complete and return the entire examination packet. The examination packet must include the following:

- [State Examination Application \(Form STD 678\)](#)
- [Training and Experience Questionnaire](#)

Mailing Address:

Department of Justice
Testing and Selection Unit
P.O. Box 944255
Sacramento, CA 94244-2550

File in Person:

Department of Justice
Testing and Selection Unit
1300 "I" Street, 1st Floor Lobby
Sacramento, CA 95814

**DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD, ONLINE
VIA INTER-AGENCY MAIL OR FAX.**

RECRUITMENT SURVEY

As part of the application process, please follow [this web link](#) to complete a recruitment survey. If you are viewing this in paper form, visit the following website at www.ag.ca.gov/careers/exams.php

SPECIAL TESTING ARRANGEMENTS

If you are an individual with a disability and need reasonable accommodation to participate in this examination, please mark the box in question #2 on the "Examination Application." You will be notified in writing to determine what assistance can be provided.

SALARY RANGE

Range A \$3038-\$3692*
Range B \$3190-\$3878*

Legal Secretaries hired in **Alameda, Los Angeles, Orange, San Diego, San Francisco, and Santa Clara** will start at \$3692 and receive annual salary increases up to a maximum of \$4275 as authorized by the geographical pay differential for that location.

*The salaries used in this bulletin are the latest available from the State Controller's Office, but may not reflect the most recent salary adjustment.

CONTINUE TO THE NEXT PAGE

**ELIGIBLE LIST
INFORMATION**

An open multi-departmental list will be established and will be used to fill vacancies at the departments listed on the front page. Names of successful competitors are merged onto the eligible list in order of final scores, regardless of the test date. Eligibility will expire **12** months after it is established unless the needs of the service and conditions of the list warrant a change in the period.

**REQUIREMENTS FOR
ADMITTANCE TO THE
EXAMINATION**

All applicants must meet the education and/or experience requirements for this examination by the written test date. All applications/resumes must include "To" and "From" employment dates (Month/Day/Year), time base, and applicable classification titles.

**MINIMUM
QUALIFICATIONS**

EITHER I

One year of experience in the California state service performing the duties of a Senior Legal Typist, Range B.

OR II

Two years of experience in a private law firm, corporation law office, or a legal program in a governmental agency performing a full range of legal secretarial duties, which requires the preparation of legal documents for filing and service. [(1) Academic education above the 12th grade may be substituted for six months of the required experience on the basis of either (a) one year of the general education being equivalent to three months of the required experience; or (b) one year of education of a business or commercial nature being equivalent to six months of the required experience; or (2) Completion of a certificated legal secretarial program at either a regionally accredited college or a business school approved by the Bureau of Private Postsecondary and Vocational Education and accredited by the Accrediting Council for Independent colleges and Schools may be substituted for one year of the required experience.]

(Candidates who are within six months of satisfying the experience requirement for this class will be admitted to this examination, but they must fully meet the experience requirement before being eligible for appointment.)

**SPECIAL
REQUIREMENTS**

The ability to type at a rate of 45 words per minute and transcribe accurately difficult dictation involving a variety of legal terms from a dictating machine is required. Successful competitors will be required to provide proof of proficiency and/or be tested for both prior to appointment.

DEFINITION OF TERMS

The words "**performing the duties of...**" means the applicant must have the amount of experience in State service in the class specified (or on a training and development (T&D), limited term, or approved out-of-class assignment to the class).

The words "**full range of legal secretarial duties**" includes preparation of legal correspondence, petitions, briefs, motions, depositions, legislative measures, legal opinions, pleadings, decisions, judgments, findings, awards and orders or other similar activities normally found in a legal office.

The word "**preparation**" includes the performance of a combination of necessary stenographic/typing and clerical functions directed toward processing legal documents into final form. (Simply assembling documents which are already in final form does not constitute "preparation" of legal materials.

POSITION DESCRIPTION

Incumbents in Range A perform the full range of legal secretarial work. Under general supervision, in a secretarial capacity, incumbents type, format, file, and serve legal pleadings in multiple jurisdictions, including State, Federal, and appellate courts or Office of Administrative Hearings; perform complex clerical work; and coordinate and schedule court-related services with specific instruction.

Incumbents in Range B perform the most complex legal secretarial work. Under the direction, incumbents independently perform the most difficult and responsible legal secretarial and clerical work, with minimum instruction, involving either: (1) work in a legal office with Level IV attorneys; or (2) work for a chief legal administrator with major administrative responsibility for a complex legal program and a large professional staff.

**EXAMINATION
INFORMATION**

This examination will consist of a Training and Experience Questionnaire and is the sole component of the Legal Secretary examination. To obtain a position on the eligible list a minimum score of 70% must be received.

TRAINING AND EXPERIENCE QUESTIONNAIRE – WEIGHTED 100%

The Training and Experience Questionnaire process will measure the quality and breadth of experience in the following competencies:

- Document Creating and Editing
- Communication
- Electronic Filing
- Document Management
- Legal Research

**SPECIAL PERSONAL
CHARACTERISTICS**

A demonstrated interest in assuming increasing responsibility, mature judgment, loyalty, poise, tact, and discretion.

**ADDITIONAL DESIRABLE
QUALIFICATIONS**

Education equivalent to completion of the twelfth grade.

**ADDITIONAL
REQUIREMENTS**

Under Section 432.7(e) of the Labor Code, persons seeking employment with the Department of Justice may be asked to disclose arrest or detention information regardless of whether or not the arrest or detention resulted in conviction, referral, or participation in diversion programs prior to appointment. Department of Justice regulations may require, as a minimum, pre-employment investigations consisting of fingerprinting; inquiry to local, State, and national files to disclose criminal records; verification of minimum qualifications (i.e., college transcripts); financial status; previous employment background; and personal interviews to determine applicant's suitability for employment.

**VETERANS
PREFERENCE**

Veterans Preference Credit will be added to the final score of those competitors who are successful in this examination and who qualify for, and have requested, these points. Due to changes in the law, which were effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive veterans' credits.

CAREER CREDITS

Career Credits will **not** be granted in this examination.

CONTINUE TO THE NEXT PAGE

GENERAL INFORMATION

The Department of Justice reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

It is the Candidate's Responsibility to contact the Department of Justice, (916) 324-5039, TDD (916) 952-8396 three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the Department of Justice, (916) 324-5039, TDD (916) 952-8396 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at the State Personnel Board Offices (www.spb.ca.gov), and local Offices of the Employment Development Department (www.edd.ca.gov).

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multi departmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older list must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

Veterans Preference: California law limits the granting of veterans preference credits to entrance examinations. When credit is granted it is as follows: 10 points for veterans, widows or widowers of veterans and spouses of 100% disabled veterans; and 15 points for disabled veterans. Directions for applying for veterans preference are on the Veterans Preference application form which is available from State Personnel Board offices or written test proctors.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Career Credits: In open, nonpromotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the application Form 100-678. (Section 4 of article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento.)

If hearing impaired, call the California Relay Service.
1-800-735-2929 (From TDD Phone)
1-800-735-2922 (From Voice Phone)

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.

DEPARTMENT OF JUSTICE
TESTING AND SELECTION UNIT
P.O. BOX 944255
SACRAMENTO, CA 94255-2550
(916) 324-5039